

**HIPAC DATA SUBCOMMITTEE
4/3/2003 MEETING SUMMARY**

1. Attendance: Viki Fox, Pierre Barakat, David Patterson, Charles Duke, and Bob Oldendick
2. Employer Survey. The surveys will be stuffed and mailed by the end of next week. Still have some data frame issues and the data is potentially biased, but we are comfortable with what we have available.
3. Agent Focus Group. Discussed agent discussion guide e-mailed to group on March 31. Comments/changes are due to Viki by April 11. Viki will follow up with Louie Cason on agent invitation list...up to 15 agents will be invited by phone and mail. Charles will follow up with Viki on possible dates for focus group meeting in May or June...won't know until after April 14.
4. Employee Focus Group. Will not develop a discussion guide until the survey/focus group data has been reviewed. Still looking at June/July time period.
5. The Project Matrix was reviewed and updated for the web site. Viki will make the changes and send them to Derrick Brown.
6. Arkansas database. ORS is working on codebook and data dictionary. Viki will follow up with Shirley Tyson to see if the GA/AL codebook is available yet.
7. HRSA Final Interim Report. Viki discussed the final interim report with the data team. Charles and Bob asked that the report format be forwarded to them via email. We set a due date of July 15, 2003 as a deadline for the draft report. The final interim report is due to HRSA by July 31, 2003. Viki will forward the draft extension request to David.
8. Next meeting date is set for April 22, 2003 from 9 – 10 in the SC DOI Law Library.